

Stephanie Rawlings-Blake
Mayor



Room 250
City Hall
Baltimore, MD 21202

**PRIVILEGED AND CONFIDENTIAL
MEMORANDUM:**

March 2, 2016

TO: The Honorable Mayor Stephanie Rawlings-Blake
Kaliopé Parthemos, Chief of Staff
Khalil Zaied, Deputy Mayor of Operations
Sam Sidh, Director of CitiStat

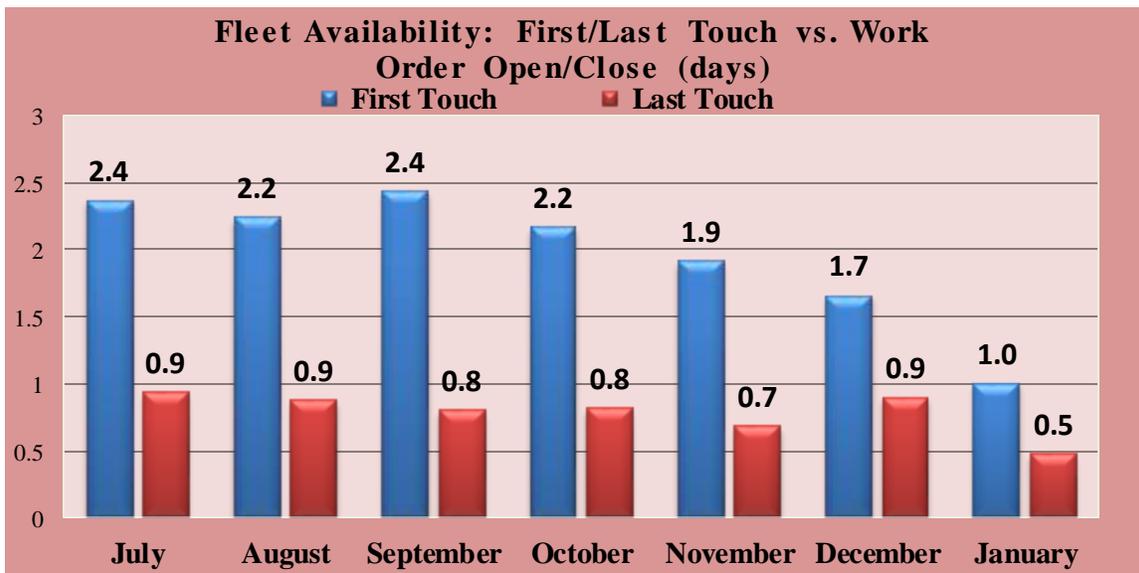
FROM: CitiStat Team

SUBJECT: DGS-Stat Executive Briefing



• **Making Progress**

- **Preventative Maintenance Shop.** The Fleet Management Division (FMD) conducts preventative maintenance (PM) on vehicles and other equipment to extend their durability. To improve PM turnaround time, the Fleet Management Division (FMD) began utilizing one crew exclusively for PM work orders, functioning similarly to a triage unit. This PM crew of five employees performs PMs and small repairs that result from issues detected during PMs. The chart below shows that from July 2015 to January 2016 the average time it took for the first labor entry to occur has decreased from 2.4 days to 1.0 day.



- **Canton Library.** Renovations to the Canton branch of the Enoch Pratt Free Library are complete as of February 2, 2016. The Grand Opening was held February 12, 2016.



Needs Improvement

- Sequel Server Reporting Services (SSRS).** The Department of General Services (DGS) is working to provide monthly invoice reports to agency officials broken down by individual charges. Originally, the process required a different link be sent for each monthly report. The Mayor’s Office of Information Technology (MOIT) created a link to an agency folder where an agency official can choose from any of the available reports. CitiStat will monitor progress to ensure that the report is finalized and provided to all major agencies.
- Available Street Sweepers.** DGS monitors the availability of all vehicles, including those designated as priority vehicles. Priority vehicles consist of medic units, ladder trucks, pumper engines, marked police, load packers, roll-offs, and sweepers. During the last reporting period, sweeper availability was under 100% of the required amount all but one day.

Daily Availability	Available Sweepers for Each Day - January 21 to February 3													
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
	21-Jan	22-Jan	23-Jan	24-Jan	25-Jan	26-Jan	27-Jan	28-Jan	29-Jan	30-Jan	31-Jan	1-Feb	2-Feb	3-Feb
Required>	25	24	----	----	24	24	28	25	24	----	----	24	26	23
Available>	20	20			20	20	21	21	21			22	24	25
Percentage>	80%	83%	----	----	83%	83%	75%	84%	88%	----	----	92%	73%	109%